

Shipment Assistant (T)

Shipment Assistant

Program Management Assistant (T)

Program Management Assistant

Medical Officer (T)

Medical Officer

Program Management Assistant (TCAS)

Human Resources Associate

Program Management Assistant (REDC)

Program Manager (T)

Program Manager

FSN#2010/16

Shipment Assistant (T)

OPEN TO: All Interested Candidates

POSITION: Shipment Assistant, FSN-6; FP-8, trainee

OPENING DATE: March 19, 2010

CLOSING DATE: April 1, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Shipment Assistant in its General Services Office/Customs and Shipping (GSO/C&S) located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for handling all administrative and logistical processes of all types of official and personal shipments in all kinds of transportations (Air, Sea and Land) for all agencies in the Embassy, including arranging car inspection, registration, licensing, and title transfer for all official and privately owned vehicles.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) At least two years’ experience in administrative support, transportation, logistics, shipping or a closely related field that has provided experience in customs regulations and practices; (3) Level III (Good working knowledge) speaking/ reading/writing English and Level IV (Fluent) speaking/reading/writing Thai; (4) Must be proficient in composing diplomatic notes and correspondence; (5) Must be able to operate Microsoft Office applications.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

PLEASE ATTACH A COPY OF TRANSCRIPT

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: APRIL 1, 2010

.....

FSN#2010/16

Shipment Assistant

OPEN TO: All Interested Candidates

POSITION: Shipment Assistant, FSN-7; FP-7

OPENING DATE: March 19, 2010

CLOSING DATE: April 1, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Shipment Assistant in its General Services Office/Customs and Shipping (GSO/C&S) located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for handling all administrative and logistical processes of all types of official and personal shipments in all kinds of transportations (Air, Sea and Land) for all agencies in the Embassy, including arranging car inspection, registration, licensing, and title transfer for all official and privately owned vehicles.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) At least three years’ experience in administrative support, transportation, logistics, shipping or a closely related field that has provided experience in customs regulations and practices; (3) Level III (Good working knowledge) speaking/ reading/writing English and Level IV (Fluent) speaking/reading/writing Thai; (4) Must be proficient in composing diplomatic notes and correspondence; (5) Must be able to operate Microsoft Office applications.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office

Attention: Recruitment

American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand

E-mail: bkkrecruitment@state.gov

Fax: 02-205-4928

PLEASE ATTACH A COPY OF TRANSCRIPT

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: APRIL 1, 2010

.....

FSN#2010/25 (T)

Program Management Assistant

OPEN TO: All Interested Candidates

POSITION: Program Management Assistant (PMA), FSN-7; FP-7, Trainee

OPENING DATE: March 12, 2010

CLOSING DATE: March 25, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Program Management Assistant (PMA) in the International Emerging Infections Program (IEIP), U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Serve as the principal and expert assistant to Deputy Director of the International Emerging Infections Program (IEIP) who is responsible for overall operations, administration, finance and management of IEIP staff. Duties included management of the program by performing program management and administrative support duties, planning and execution of various management and administrative reporting functions of CDC's complex portfolio.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) A Bachelor's degree in Business Administration, Management, Medical Technology, Health Sciences, Social Sciences, Liberal Arts or management-related field of study is required; (2) Three years of full-time experience in administrative or program management support activities; (3) Level IV (Fluent) in speaking/ reading/ writing/ understanding English and Thai; (4) Able to use software package including word processing, spreadsheets, e-mails, and database etc.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

Note: It is the Mission policy that hiring offices are encouraged to fill vacant positions from within if a qualified employee in the mission applies. However, hiring offices are not required to select an applicant from within the mission.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
FAX: 02-205-4928

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: MARCH 25, 2010

.....

FSN#2010/25

Program Management Assistant

OPEN TO: All Interested Candidates

POSITION: Program Management Assistant (PMA), FSN-8; FP-6

OPENING DATE: March 12, 2010

CLOSING DATE: March 25, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Program Management Assistant (PMA) in the International Emerging Infections Program (IEIP), U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Serve as the principal and expert assistant to Deputy Director of the International Emerging Infections Program (IEIP) who is responsible for overall operations, administration, finance and management of IEIP staff. Duties included management of the program by performing program management and administrative support duties, planning and execution of various management and administrative reporting functions of CDC's complex portfolio.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) A Bachelor's degree in Business Administration, Management, Medical Technology, Health Sciences, Social Sciences, Liberal Arts or management-related field of study is required; (2) Four years of full-time experience in administrative or program management support activities; (3) Level IV (Fluent) in speaking/ reading/ writing/ understanding English and Thai; (4) Able to use software package including word processing, spreadsheets, e-mails, and database etc.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

Note: It is the Mission policy that hiring offices are encouraged to fill vacant positions from within if a qualified employee in the mission applies. However, hiring offices are not required to select an applicant from within the mission.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
FAX: 02-205-4928

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: MARCH 25, 2010

.....

FSN#2010/26 (T)

Medical Officer

OPEN TO: All interested Candidates

POSITION: Medical Officer, FSN-10; FP-5 (Step 5 thru 14)

OPENING DATE: March 12, 2010

CLOSING DATE: April 8, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-5 (Step 5 thru 14)

Ordinarily Resident (OR): FSN-10

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Officer in its U.S. Centers for Disease Control and Prevention (CDC) Office.

BASIC FUNCTION OF POSITION:

Serve as a Medical Scientist and investigator for HIV/AIDS projects implemented by CDC, responsible for the oversight and management of specifically assigned programs on HIV/AIDS and related infections conducted by CDC in collaboration with the Ministry of Public Health (MOPH), the Bangkok Metropolitan Administration (BMA), non-governmental organizations (NGOs and/or universities in Thailand. Responsible for technical assistance plans and activities in other countries in the region, defines goals, formulates plan, negotiates, designs, organizes, implements, and coordinates activities of various programs and studies.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOH's, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) M.D. Degree is required; (2) Licensed to practice medicine in Thailand require with medical specialty board certification in either Preventive Medicine, Internal Medicine, General Medicine, Pediatrics or with sub-specialty in Infectious Disease; (3) Four years of progressively responsible work experience in clinical or public health practice; (4) Level IV (fluent) speaking/reading/writing English and Thai; (5) Through knowledge of the principles and practices of epidemiologic, biomedical, or related scientific research.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office

Attention: Recruitment

American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand

E-mail: bkkrecruitment@state.gov

Fax: 02-205-4928

PLEASE ATTACH A COPY OF TRANSCRIPT

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: APRIL 8, 2010

.....

FSN#2010/26

Medical Officer

OPEN TO: All interested Candidates

POSITION: Medical Officer, FSN-11; FP-4

OPENING DATE: March 12, 2010

CLOSING DATE: April 8, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-4

Ordinarily Resident (OR): FSN-11

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Officer in its U.S. Centers for Disease Control and Prevention (CDC) Office.

BASIC FUNCTION OF POSITION:

Serve as a Medical Scientist and investigator for HIV/AIDS projects implemented by CDC, responsible for the oversight and management of specifically assigned programs on HIV/AIDS and related infections conducted by CDC in collaboration with the Ministry of Public Health (MOPH), the Bangkok Metropolitan Administration (BMA), non-governmental organizations (NGOs and/or universities in Thailand. Responsible for technical assistance plans and activities in other countries in the region, defines goals, formulates plan, negotiates, designs, organizes, implements, and coordinates activities of various programs and studies.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) M.D. Degree is required; (2) Licensed to practice medicine in Thailand require with medical specialty board certification in either Preventive Medicine, Internal Medicine, General Medicine, Pediatrics or with sub-specialty in Infectious Disease; (3) Five years of progressively responsible work experience in clinical or public health practice; (4) Level IV (fluent) speaking/reading/writing English and Thai; (5) Through knowledge of the principles and practices of epidemiologic, biomedical, or related scientific research.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

PLEASE ATTACH A COPY OF TRANSCRIPT

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: APRIL 8, 2010

FSN#2010/27

Program Management Assistant

OPEN TO: All Interested Candidates

POSITION: Program Management Assistant, FSN-8; FP-6

OPENING DATE: March 12, 2010

CLOSING DATE: March 25, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Program Management Assistant in its Transnational Crime Affairs Section (TCAS) located at GPF Building, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent will assist the TCAS Director in designing, planning, and implementing, and documenting capacity-building education and training programs for Royal Thai Government and other Thai and regional interlocutors, as part of a program intended to bolster and improve the criminal justice system in Thailand. This will also include attention to preparatory documents as well as all the administrative details necessary to managing a successful training event.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Law, Law Enforcement, Public Administration, Science, Humanities, Social Sciences, Management, Business Administration or related field; (2) Three-year experiences in international diplomatic, business community or dealing with some aspect of criminal justice system; (3) Must have broad knowledge of the workings of the Thai police, prosecutors, and judiciary and understand the basic concepts being imparted to Thai interlocutors in training events; (4) Level IV (Fluent) speaking/reading/writing in English and Thai; (5) Knowledge of office computers, Microsoft Office, MS Word, Excel and the Internet.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

PLEASE ATTACH A COPY OF TRANSCRIPT

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: MARCH 25, 2010

.....
FSN#2010/29

Human Resources Associate

This is a temporary position with when-actually-employed work schedule, not to exceed 350 work hours.

OPEN TO: All Interested Candidates

POSITION: Human Resources Associate, FSN-6; FP-8

OPENING DATE: March 12, 2010

CLOSING DATE: March 25, 2010

WORK HOURS: When-actually-employed (WAE), NTE 350 work hours

SALARY:

Not Ordinarily Resident (NOR): FP-8
Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Human Resources Associate in its Human Resources Office, located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Performs a variety of personnel clerical duties in connected with the examination and processing of personnel actions and in maintenance of position control records and personnel files for LE Staff.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in Arts or Social Science; (2) At least one month’s experience in human resources administration, secretarial support, and/of office management; (3) Level III (Good working knowledge) speaking/reading/writing English and Thai; (4) Good typing skills both Thai and English; (5) Good computer skills; (6) Good organizational and communications skills.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

PLEASE ATTACH A COPY OF TRANSCRIPT

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: MARCH 25, 2009

.....

FSN#2010/31

Program Management Assistant

OPEN TO: All interested Candidates (Application previously received will also be considered)

POSITION: Program Management Assistant, FSN-7; FP-7

OPENING DATE: March 17, 2010

CLOSING DATE: April 1, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Program Management Assistant in its Regional Employee Development Center (REDC) located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as Program Management Assistant assisting Program Director in managing and administering the Regional Employee Development Center (REDC) by performing a variety of program administrative support functions. Duties include drafting course announcements; receiving, screening and recommending eligible enrolment requests; providing information to and coordinating with participants for training arrangements; creating and maintaining program database and files; preparing activity reports; assisting in preparing budget proposals and updating status; and searching background information of local training facilities and their programs. Also prepare training materials and provide logistical support for program arrangement.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) A college study in human resource management, business administration, education, training or a related field in social science or arts is required; (2) At least three years of experience in education/training service or human resources support work and office administrative work in a governmental, international or multi-national organization are required; (3) Level 3 (Good working knowledge) speaking/reading/writing English and Thai is required; (4) Knowledge and skills in the use of Desktop Publishing, Standard Microsoft Office programs are required; (5) Good knowledge of regulations and administrative procedures pertaining to training plan, implementation, budgeting and record keeping is required; (6) General knowledge in the market in relation to available sources for training services and facilities for variety types of training is required.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office

Attention: Recruitment

American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand

E-mail: bkkrecruitment@state.gov

Fax: 02-205-4928

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: APRIL 1, 2010

.....
FSN#2010/32 (T)

Program Manager

OPEN TO: All Interested Candidates (**Application previously received will also be considered**)

POSITION: Program Manager, FSN-10; FP-5 (Step 5 thru 14) (Trainee)

OPENING DATE: March 17, 2010

CLOSING DATE: March 25, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-5 (Step 5 thru 14)

Ordinarily Resident (OR): FSN-10

The U.S. Embassy in Bangkok is seeking an individual for the position of Program Manager in its Regional Employee Development Center (REDC) located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as Program Manager of the Regional Employee Development Center (REDC). REDC is a unit of Embassy Bangkok Regional Human Resources Office (RHRO). The incumbent is responsible for strategic planning, organizing, coordinating, and implementing activities to promote career development and training opportunities for Locally Employed (LE) Staff in the East Asia Pacific region

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOH's, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelors Degree or minimum of 4 years college studies in social sciences, international relations, general management, business administration, general studies, or liberal arts; (2) A minimum of 4 years experience as a training/course curriculum developer, instructor, teacher, motivational speaker, organizational development-effectiveness professional, personnel recruiter, training program administrator/manager, or any combination of the aforementioned experiences and a minimum of 2 years of general employee supervisory experience, which does not have to be consecutive; (3) Level 3 (Good working knowledge) speaking/reading/writing Thai and Level 4 (Fluent) speaking/reading/writing English is required; (4) Expert level knowledge and understanding of instructional techniques and program management is required. Good knowledge of organizational structures of large organizations is required; (5) Must be able to manage broad and highly demanding work in an international diplomatic environment; (6) Ability to manage complex and multi-functional operations is required.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: MARCH 25, 2010

.....
FSN#2010/32

Program Manager

OPEN TO: All Interested Candidates (**Application previously received will also be considered**)

POSITION: Program Manager, FSN-11; FP-4

OPENING DATE: March 17, 2010

CLOSING DATE: March 25, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-4

Ordinarily Resident (OR): FSN-11

The U.S. Embassy in Bangkok is seeking an individual for the position of Program Manager in its Regional Employee Development Center (REDC) located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as Program Manager of the Regional Employee Development Center (REDC). REDC is a unit of Embassy Bangkok Regional Human Resources Office (RHRO). The incumbent is responsible for strategic planning, organizing, coordinating, and implementing activities to promote career development and training opportunities for Locally Employed (LE) Staff in the East Asia Pacific region

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelors Degree or minimum of 4 years college studies in social sciences, international relations, general management, business administration, general studies, or liberal arts; (2) A minimum of 5 years experience as a training/course curriculum developer, instructor, teacher, motivational speaker, organizational development-effectiveness professional, personnel recruiter, training program administrator/manager, or any combination of the aforementioned experiences and a minimum of 3 years of general employee supervisory experience, which does not have to be consecutive; (3) Level 3 (Good working knowledge) speaking/reading/writing Thai and Level 4 (Fluent) speaking/reading/writing English is required; (4) Expert level knowledge and understanding of instructional techniques and program management is required. Good knowledge of organizational structures of large organizations is required; (5) Must be able to manage broad and highly demanding work in an international diplomatic environmen; (6) Ability to manage complex and multi-functional operations is required.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: MARCH 25, 2010

.....